

How to scan documents on your iPhone, iPad, or iPod touch using the Notes app

With Notes, you can scan documents and add a signature or manually sign a document on your iPhone, iPad, or iPod touch.

Scan a document

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done..

Sign a document

1. Tap the document in the note.
2. Tap , then tap Markup.
3. To add your signature, tap , then tap Signature . To manually sign your document, select a tool to use, then sign with your finger or an Apple Pencil with a compatible iPad.
4. Tap Done.

How to scan documents on your Android phone using your Google Drive

Scan documents to save them as searchable PDFs on your Google Drive.

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - Adjust scan area: Tap Crop .
 - Take photo again: Tap Re-scan current page .
 - Scan another page: Tap Add .

To save the finished document, tap Done .

How to sign a PDF on your Android device

1. Download the Adobe Reader app from your device's Google Play Store. The app is free.
2. Once the app is downloaded, open it and go through the initial setup. When it's ready, open your PDF in the app. You can do this most easily by going directly to the PDF file and selecting Adobe Reader as the program to open it.
3. Tap the pen icon at the bottom right of the app screen, then tap "Fill & Sign?"

4. Tap the fountain pen tip icon, then tap "Create Signature"
5. Sign with your finger in the "Sign Here" area, then tap "Done."
6. Tap the fountain pen icon again, then tap the signature you just created.
7. Tap anywhere on the PDF to place the signature. Tap and hold your finger down on the signature, and then drag it to where you'd like it permanently set.
8. Now tap the check mark at the top-left corner and you're done. The PDF can then be exported via email, text, and more.



There a number of free apps available for students to use to sign and complete PDFs in the Play Store.

How to send email attachments

1. Create a new email message and enter the usual details (recipient address, subject, etc.).
2. Look for an icon in your toolbar which looks like a paper clip and click it.
3. A "Browse" window will open. Locate and select the attachment file.
4. The file will now be attached to the email. Send the email.

